

| | |
|--|--|
| CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida | Chapter II Case Opening |
| | Section 1.4.4 Corporate Ownership Statement |

IV. File Corporate Ownership Statement.

STEP 1 Select **Bankruptcy** from the main menu.

STEP 2 The **Bankruptcy Events** screen will display. Click **Other**.

STEP 3 The **Case Number** screen will display.

Enter the complete case number. This field will default to the last case number entered by the registered user. Click **Next**.

STEP 4 The **Miscellaneous** screen will display. Select **Corporate Ownership Statement**. Use the text box to type the name of the event OR use the drop down list to locate and highlight the event. A selected event will be confirmed on the right side of the screen. Click **Next**.

STEP 5 The **Select Party** screen will display. Select the debtor filing this document. Click **Next**.

STEP 6 The **PDF Document Selection** screen will display.

◆ Click **Browse** to navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image. Once verified, double-click the PDF file or click **Open** to select and associate it with the docket entry.

◆ The **Attachments to Document** option defaults to **No**. Click **Next**.

NOTE: If your PDF document exceeds 5.0 mega bytes it must be broken down into smaller files. Refer to Chapter I, Section 7 *"Attachments to Documents"* for instructions on how to file attachments. Click **Next**.

CRITICAL ISSUE - The image MUST be viewed before attaching it to ensure that it is the correct document.

| | |
|--|--|
| CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida | Chapter II Case Opening |
| | Section 1.4.4 Corporate Ownership Statement |

STEP 7 At the following screen, type the name of the corporate parent to confirm if they already exist in the court's database. Click **Search**.

If "No person found" appears, they do not already exist in the court's database and the name needs to be added. Click **Create new corporate parent/affiliate** to enter the name. At the following screen use the drop down menu to describe the "Type" - either corporate parent or corporate affiliate - and leave "Entity" checked. Click **Add corporate parent/affiliate** (click Cancel to return to the prior screen). At the following screen, click the name of the debtor to create an association. A confirmation screen will appear and you may click **Search** to add another corporate parent or click **End corporate parent/affiliate selection**. Click **Next** at the following screen.

If a possible match for a corporate parent appears, click to select and highlight the name and click **Select name from list** (otherwise click Create new corporate parent/affiliate and refer to instructions above). At the following screen use the drop down menu to describe the "Type" - either corporate parent or corporate affiliate - and leave "Entity" checked. Click **Add corporate parent/affiliate**. At the following screen, click the name of the debtor to create an association. A confirmation screen will appear and you may click **Search** to add another corporate parent or click **End corporate parent/affiliate selection**. Click **Next** at the following screen.

If a corporate parent was added during the case opening process the name will be confirmed in the category, "Corporate parents and other affiliates already recorded for this case." Click **End corporate parent/affiliate selection**. Click **Next**.

STEP 8 The **Docket Text: Final Text** screen will display. **This is the screen which commits the transaction.** Click **Next**.

STEP 9 **Notice of Electronic Filing (frequently referred to as the NEF)** - This is the verification that the document has been filed electronically.

- ◆ The NEF will be served upon all case participants authorized to receive electronic service.
- ◆ To view the court docket and/or notice, click on the case/docket number [hypertext](#) link and the system will prompt the user for a PACER login.